



Form 159

Overview of Form 159

What is Form 159?

The purpose of SBA Form 159 (“Fee Disclosure Form and Compensation Agreement”) is to enable lenders to report any fees paid to Third-Party Agents by lenders or borrowers.

When is Form 159 necessary?

If an Agent is receiving compensation for:

- Loan packaging services, as defined in SOP 50 10 6
- Financial statement preparation specifically for the loan application
- Consulting, Broker, or Referral services paid by the Applicant, SBA Lender, or Third-Party Lender (504 only)

Who contributes to Form 159?

The lender or LSP completes the form and obtains signatures from:
1) the SBA lender 2) the loan applicant and 3) the Agent.

What is the Agent?

The Agent is a loan packager, referral agent, broker, accountant, attorney, consultant, or any other third party that aided in the completion of a loan application in the 7(a) program.

Agents receive compensation from an applicant or lender in connection with an SBA loan.



Finance your
business with an
SBA loan.



Overview of Changes to Form 159 Submission

Lenders digitally submit Form 159 in SBA's CAFS

What has Changed?



Streamlined into a single input format:

- All Lenders should access, complete, and digitally submit Form 159 via CAFS.
- The process for submission no longer supports receipt via the Fiscal Transfer Agent Form159@colsonservices.com inbox



Validations and System Controls

- To improve data integrity, reduce the risk of keystroke error, and validate for completeness, the Form contains improved validations and system controls

What's the Reason for the Change?

Direct Form 159 submission via SBA CAFS will **improve the security and integration** of loan program information. Additionally, it will promote **greater standardization and data integrity**.

Step 1: Accessing Form 159

Instructions

1. Go to <https://caweb.sba.gov/>
2. Login to your CAFS Account
If you don't yet have a CAFS account, click [here](#) for instructions on how to set one up
3. Navigate to the Loans drop down in the top left corner (outlined in red on screen to the right)
4. Select either ETRAN Origination or ETRAN Servicing based on the loan's approval status
Form 159 can be initiated during loan origination however it is completed after the first disbursement in ETRAN Servicing

The screenshot shows the SBA Account Login page. The URL bar at the top is highlighted with a red box and labeled '1'. The login form, including fields for User ID and Password, is labeled '2'. A dropdown menu for 'Loans' is highlighted with a red box and labeled '3', showing options for 'Electronic Lending - Origination (ETRA)' and 'Electronic Lending - Servicing (ETRA)', with the latter labeled '4'. The page also features a 'CAPITAL ACCESS FINANCIAL SYSTEM' header, an 'Account at a Glance' section, and a 'Program Information' section with news items dated Nov 1, 2015 and Nov 22, 2015. A large image of a fountain and the US Capitol building is visible on the right side of the page.

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 2: Finding Form 159

Instructions

5. Navigate to “Search” at the top of the screen
6. Search for the applicable loan
 - a) If you are using ETRAN Origination, enter only the SBA App Number. If you are using ETRAN Servicing, enter only the SBA Loan Number
 - b) If you are using ETRAN Origination, delete any text in the field “Entered by” before submitting your search
 - c) Click “Submit”

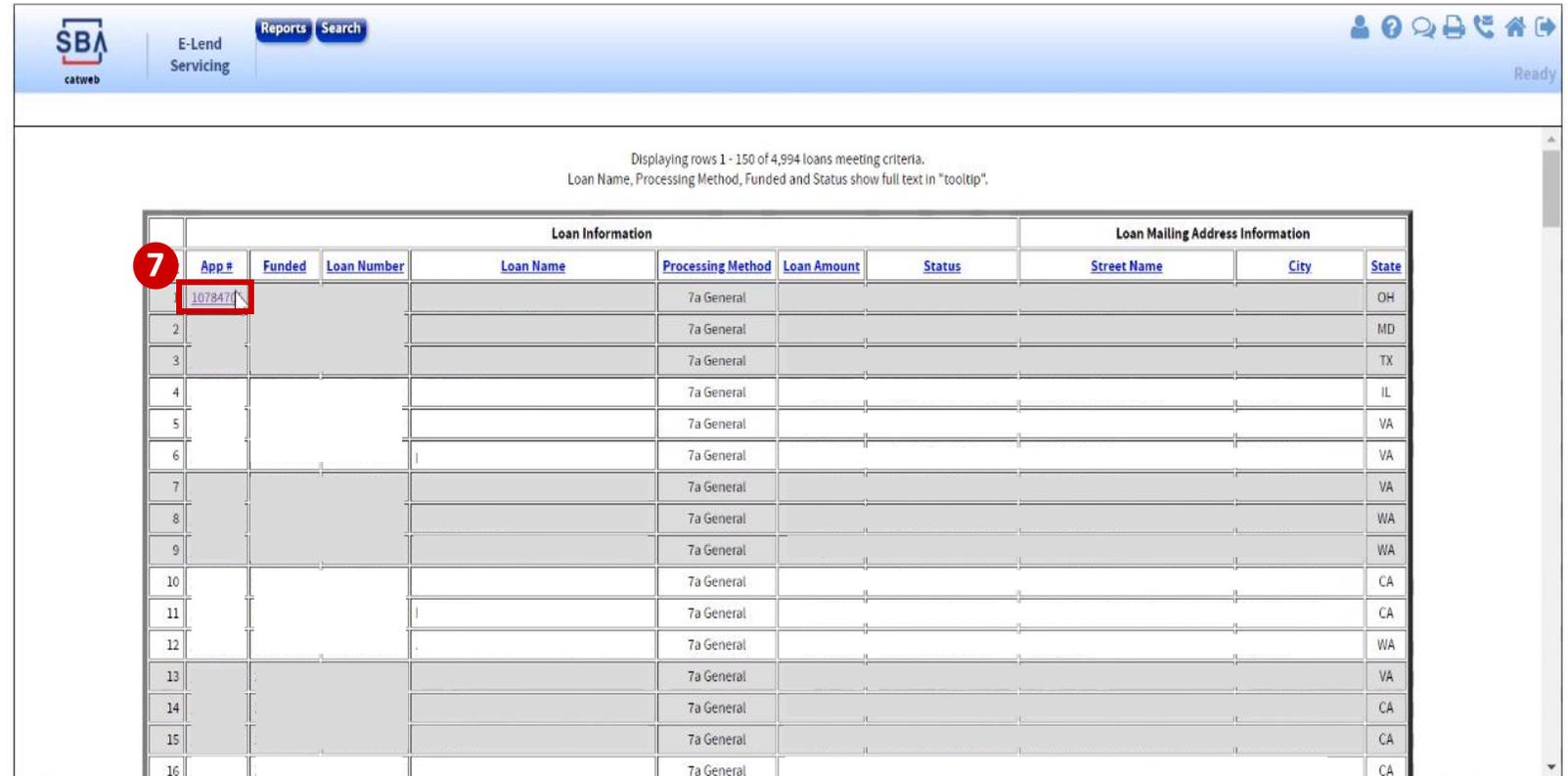
The screenshot shows the SBA E-Lend Servicing Search interface. At the top, there is a navigation bar with the SBA logo, 'E-Lend Servicing', and a 'Search' button highlighted with a red box and a red dot labeled '5'. Below the navigation bar, there are search filters and a 'Submit' button highlighted with a red box and a red dot labeled '6c'. The search filters are organized into several sections: 'Specific Loan' (with fields for SBA Loan Number and SBA App Number, and a 'When' section for funding dates), 'Financial Instrument Type' (with a dropdown menu), 'Program Code' (with a dropdown menu), 'Processing Method' (with a dropdown menu), 'Special Purpose Code' (with a dropdown menu), and 'Status' (with a dropdown menu and an 'In Review?' checkbox). To the right of these filters is a form for 'Address Associated' (with fields for Type of Address, Partial Street Address, Partial Zip Code, Partial City Name, and State) and 'Business Associated' (with fields for EIN/SSN, Partial Name, and DUNS Number). Below the 'Business Associated' section is a 'Person Associated' section (with fields for SSN, Partial First Name, and Partial Last Name) and a 'Partial Name Restrictions' section. At the bottom left, there is an 'Entered by' field highlighted with a blue box and a red dot labeled '6b'. The interface also includes a 'Reset' button, a 'display 150' dropdown, and radio buttons for 'most recent first' and 'oldest first'.

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 2: Finding Form 159

Instructions

- Click on "App #" or "Loan Number" of the loan



Displaying rows 1 - 150 of 4,994 loans meeting criteria.
Loan Name, Processing Method, Funded and Status show full text in "tooltip".

Loan Information								Loan Mailing Address Information		
App #	Funded	Loan Number	Loan Name	Processing Method	Loan Amount	Status	Street Name	City	State	
1				7a General					OH	
2				7a General					MD	
3				7a General					TX	
4				7a General					IL	
5				7a General					VA	
6				7a General					VA	
7				7a General					VA	
8				7a General					WA	
9				7a General					WA	
10				7a General					CA	
11				7a General					CA	
12				7a General					WA	
13				7a General					VA	
14				7a General					CA	
15				7a General					CA	
16				7a General					CA	

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 2: Finding Form 159 (cont'd)

Instructions

- Your selected loan will populate on the screen
- Click "Agent Info" to enter Form 159 information
- If "Agent Info" is not displayed on the left side of the screen, navigate to "Loan Info" page and click "Yes" to indicate that an agent was used. Then click "Save" at the bottom of the screen

(If you do not click "Yes," Form 159 will not appear)

The screenshot displays the SBA E-Lend Servicing portal. The navigation menu on the left includes sections like "Test Business's Loan Application", "Loan Info", "Agent Info", "Use of Proceeds", "1502 Info", "Lender Comments", "Project Info", "Borrowers", "Guarantors", "Associates", "Business Financials", and "Federal Records". The "Agent Info" section is highlighted with a red box and a red circle labeled "9".

The main content area shows the "BA Servicing Office" section with a red circle labeled "8" next to the "BA Servicing Office" field. Below this is the "Bank Info" section with fields for "Account #", "Routing #", and "Account Type". A "I certify" checkbox is present with a "Yes" button.

The "Schedule history" table is as follows:

#	Loan Amount	Lender Fee Amount	Payment Account	Receivable Account	Document ID	Effective Date	Comments
1	\$300,000.00	\$15,000.00	\$15,000.00			02/09/2021	
Balance:			\$15,000.00	\$0.00			

Below the table, the "Loan Collateralized?" field has a "Yes" radio button selected. A red circle labeled "10" highlights the "Did This Loan Application Involve an 'Agent?'" checkbox, which is also selected. Other fields include "Approval Amount" (\$300,000.00), "Average Monthly Payroll" (\$13,800.00), and "Original Approval Amount" (\$34,500.00). A second "I certify" checkbox is located at the bottom of the form.

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 3: Completing Form 159

Instructions

11. Complete the required fields including Business/Person Indicator, Type of Agent, and Agent Address
 After entering your zip code, click the “Lookup Zip” button. This will populate the “City/State” field.
12. Enter the amount paid in the appropriate box depending on type of service used
The fee should only have been paid by an applicant or lender, not both
13. If the amount paid exceeds \$2,500, you are required to upload supporting documentation using the “Upload Document” button

The screenshot shows the SBA E-Lend Servicing portal interface. On the left is a navigation tree with categories like 'Test Business's Loan Application', 'Agent Info', 'Borrowers', 'Guarantors', 'Associates', 'Business Financials', and 'Federal Records'. The main content area displays the 'Business Person Indicator' section with radio buttons for 'Business' and 'Person', and a 'Type of Agent' dropdown menu. Below this is the 'Agent Address' section with fields for Zip +4 Code, Street 1, Street 2, City Name / State, and Country. A table for compensation is also visible, with columns for 'Type of Service', 'Amount paid by Applicant', and 'Amount paid by SBA Lender'. The table includes rows for 'Loan packaging', 'Financial statement preparation', 'Broker or Referral services', 'Consultant services', 'Other', and a 'Total compensation paid' row. At the bottom, there is an 'Upload Document' button and a note about optional documentation.

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 3: Completing Form 159 (cont'd)

Instructions

14. Click “Upload Documents” and find and select your document on your computer from the pop-up window.

Excel, Word, and PDF files are all supported. Files names cannot contain spaces or special characters other than “-” and “_” and can only contain one period. Documents cannot be password protected. File uploads are limited to 50mb per file.

15. Select the appropriate “Document Type”

16. Click “Upload”

14 Upload Documents

File Name	File Size	Document type
Test_159_form.pdf	34.4K	Select Document Type

15 Select Document Type

16 select document type to upload...

No Documents uploaded yet

- T10 - SBA Form 148L - Unconditional Limited Guarantee - (936)
- T10 - SBA Form 159 - Fee Disclosure and Compensation Form - (927)**
- T10 - SBA Form 159 - Itemization and Supporting Documentation - (1258)
- T10 - SBA Form 160 - Resolution of Board of Directors - (940)
- T10 - SBA Form 601 - Agreement of Compliance - (938)
- T10 - Settlement Sheet 1050 / Documentary evidence for all disbursements - (934)

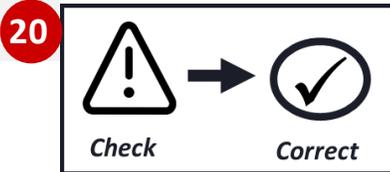
● The red dots correspond to the numbered instructional step on the left side of the screen



Step 3: Completing Form 159 (cont'd)

Instructions

17. Your uploaded documents will appear in the current documents section of Form 159. Click the checkbox under "Select" for the documents you'd like to attach to the form
18. Review the entire form for accuracy and completeness and click "Save"
19. If you have not completed a required field or there are errors in your form, you will see an error message
20. Correct the errors and click "Save" again



The screenshot displays the SBA E-Lend Servicing interface. The top navigation bar includes 'SBA catweb', 'E-Lend Servicing', and various menu items like 'Reports', 'Search', 'E-Tran', 'Voluntary Termination', 'Documents', 'GuarantyFee', 'Whatif', 'History', and 'Origination'. The main content area shows a form with a left-hand navigation pane containing sections like 'Loan Info', 'Agent Info', 'Use of Proceeds', '1502 Info', 'Lender Comments', 'Project Info', and 'Borrowers'. The 'Agent Info' section is expanded, showing a table with the following data:

2	Financial statement preparation		
3	Broker or Referral services		
4	Consultant services		\$3,000.00
5	Other		
Total compensation paid:			\$3,000.00

Below the table are buttons for 'Upload Document' and 'Print Form 159'. A red box highlights the 'Current Documents' section, which contains a table with the following data:

Select	File Name	Document type	Uploaded By	Uploaded Date	Action
<input checked="" type="checkbox"/>	Test_form_2.docx	T10 - SBA Form 159 - Itemization and Supporting Documentation [1258]	Yomaira Escalante	02/16/2021 02:48:06 PM	
<input checked="" type="checkbox"/>	Test_159_form.pdf	T10 - SBA Form 159 - Fee Disclosure and Compensation Form [927]	Yomaira Escalante	12/08/2020 09:58:38 PM	

Below the table are buttons for 'Reset', 'Save', and 'Save / Next'. A red box highlights the 'Save' button. A second screenshot below shows an error message: 'Error(s) occurred. Unable to save this page's data: 1 error(s) occurred while trying to Validate Agent info.. 1 - 4240: For Agent3, Broker or Referral services has an amount paid by Applicant and SBA Lender. The Broker or Referral services amount can only be paid by applicant or lender, not both.'

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 4: Checking, Retaining, and Completing Form 159

Instructions

21. Click "Print Form 159"

If the button is not enabled, ensure you have filled in all required fields and clicked "Save"

22. A pre-populated version of Form 159 with all your inputs will open; review for accuracy

23. Print, save, and retain Form 159 for your records

24. Click "Save" to complete the process

25. If you would like to upload the signed version of the form, utilize the "Upload Document" function

(this step is optional)

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2	Financial statement preparation		
3	Broker or Referral services		
4	Consultant services		\$3,000.00
5	Other		
Total compensation paid:			\$3,000.00

Upload Document For optional documentation or itemization and supporting documentation upload, please click the button to be redirected to the documents upload screen.

Print Form 159 Please Print the form 159

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PLEASE NOTE: Lenders are responsible for the accuracy of the forms.

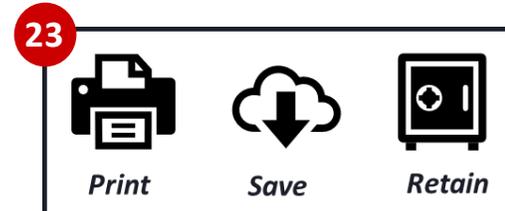
SBA Lender Legal Name: [Blank]
 Agent Contact Person: [Blank]
 Agent Address: [Blank]
 Type of Agent:
 SBA Lender Consultant Third Party Lender ("TPL")
 Independent Loan Packager Accountant preparing financial statements specifically for SBA loan application Other:
 Referral Agent/Broker

Type of Service	Amount Paid by Applicant*	Amount Paid by SBA Lender*
Loan packaging		
Financial statement preparation for loan application		
Broker or Referral services		
Consultant services		\$3,000.00
Other:		

*The Agent may not be compensated by both Applicant and SBA Lender for the same service. Furthermore, any Agent employed by the SBA Lender must be paid by the SBA Lender and those fees cannot be passed on to the Applicant.

Total compensation paid by: Applicant: SBA Lender: \$3,000.00

Itemization and supporting documentation is attached. (Itemization and supporting documentation is required if the compensation paid exceeds \$7,500. Itemization must include: 1) a detailed explanation of the work performed; and 2)



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Test_159_form.pdf T10 - SBA Form 1

Reset Clear Save Save / Next

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Upload Document

PLEASE NOTE: Although the entry methodology for Form 159 has changed, the retention / record-keeping requirements have not. Lenders are still expected to retain a copy of the form as part of the loan package.

The red dots correspond to the numbered instructional step on the left side of the screen



Need Help?

Topic	Point of Contact
CLS Account Setup	CLS@sba.gov
159 Changes	Form159@sba.gov (877) 470-0722
General Information	FTA Wiki